On-Line FINET Training Allows You to Learn It Your Way

What is more useful than a parking place during the Legislature, used only slightly more often than the west desert pumps, and easier to find than Trolley Square? It's FINET training on-line!

Our on-line FINET training courses are hiding in plain sight on the Internet and accessible from the Division of Finance Web site at www.finance.utah.gov. From our home page select: *Services*, *Training*, and *Course Descriptions*. Here you will find a list of all courses available from the Division of Finance, including eight on-line FINET courses! The list includes a detailed description of each class to help you make your selection.

Learn It Your Way – You can start at the beginning and take a whole course, or you can use the Table of Contents to focus on a particular subject. If you just have a specific task to accomplish you can use the "How do I?" feature to learn how to do it. Also, you can learn at your own pace. If you want to impress everyone with your skills, you can take the test, and if you pass it, you get a certificate to document your claim to being an expert.

If you are an old hand, you can browse through a course to see how much you have forgotten. For example, you can review some of the timesaving tools like "Document Copy" or "New Document."

Requirements – All you need is Internet access, a browser, and the Quest player. (The instructions for installing the player and a link to the installation site are included in the course description.)

Try some of our on-line courses and let us know what you think. Send your comments to lsimpson@utah.gov. ❖

Standards for Mainframe Passwords Will Change Feb. 14

If you use FINET, you should know that standards for mainframe passwords are changing. **Effective Feb. 14,** passwords must be eight characters long (they are currently six to eight characters), and each password must have at least one alpha and one numeric/national character.

Another change effective Feb. 14 is that after three consecutive invalid password attempts a user ID will be revoked. Currently a user has ten consecutive password attempts before the User ID is revoked.

Passwords will expire every 89 days, and there will be a two-week warning message before the old password expires. If your current password has only six characters, it will be valid until it would normally expire. However, your new password will have to follow the revised requirements.

See your agency security administrator if you have questions. ❖

We Will Notify FINET Users When FineLine Is Posted to Web

Many of you have told us that you are not being notified each month when a new issue of the *FineLine* is posted to our Web site. In an effort to contact more of our readers, we are now sending the monthly list server notifications to users signed up for both the *FineLine* list server and the FINET list server.

For the short-term, if you are currently on both lists you will receive two e-mail messages notifying you that the latest newsletter is available. We will compare the two lists and delete duplicate names from the *FineLine* list server so that each user will receive only one notification.

If you would like to receive the monthly notice and you are not currently on either of these list servers, you can sign up at www.finance.utah.gov/email. ✤
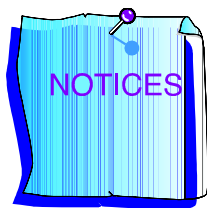
Try One of Our Solutions for Printing PDF Files

If you have previously had problems printing the *FineLine* or other PDF files posted on the Finance Web site, it probably means that you are reading the PDF file with a different version of Adobe Acrobat than was used to create the file.

You can most likely solve the printing problem either by printing the file as an image **or** by adjusting the settings for your printer driver. To try one of these solutions, check the tips for printing PDF files on our Web site at www.finance.utah.gov/newsletters/printing.htm. ✤

Frequently Asked Question from FINET Help Desk

QIf I don't have a prefix for automatic document numbering set up on FINET, how do I get that set up? Do they ever drop off? It seems like I have had some set up in the past and then they are gone.

AThe prefix needs to be set up on the Automatic Document Numbering Table (ADNT). Since agencies don't have security for that table, you need to call the FINET Help Desk at 801-538-9690, and we will arrange to have the prefix set up. We will need to know the document type, the agency number, and the prefix (up to five digits, limited to three digits for IATs). Once it is set up you are free to use it. If a prefix has not been used for over a year it will be deleted, but it can be set up again if you ever need to use it.

For more information, see the Document Numbering policy and the System Navigation on-line training on our Web site (www.finance.uath.gov). ✤

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Budget and Accounting Officers Meeting

Day: Thursday, March 25

Time: 8:30 a.m.

Place: State Library
250 North 1950 West

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FINET Schedule

Feb. 6   FINET open; January monthend

Feb. 16   FINET closed; Presidents' Day

Feb. 17   FINET open; Tuesday cycle due to holiday

Payroll Training

Computer-based training on the Payroll System is available on the Finance Web site at www.finance.utah.gov/training/courses.htm.

FINET Classroom Training *

Feb. 3   Disbursing Lab; 8:30 – 11:30 a.m.

Feb. 3   Purchasing Lab; 1 – 4 p.m.

Feb. 4   Internal Transactions Lab; 8:30 – 11:30 a.m.

Feb. 4   Fixed Assets Lab; 1 – 4 p.m.

**Because parking on Capitol Hill is limited during the legislative session, Workforce Services is hosting our classes this month. Call 801-538-3082 to reserve a spot in a class and to get directions to the training location.*

FINET Computer-Based Training

The following computer-based training teaches basic FINET skills and basic procedures associated with each functional area:

On-line Courses: System Navigation, FINET Overview, Employee Reimbursements, Purchasing and Disbursing, FINET Cost Accounting, Revenues and Receivables, Internal Transactions, and Fixed Assets

CD-ROM Courses: On-line Inquiry, Grant Accounting, Budget Control, and FINET Inventory (contact the FINET Help Desk to obtain access to the CD-ROM courses)

FINET Help Desk: Call 801-538-9690 to resolve immediate questions

Reservations

To reserve your spot in any class offered this month or to add your name to our waiting list for classes not offered this month, call 801-538-3082. We will notify you when the class is scheduled. If you make reservations and cannot attend, please notify us as soon as possible so we can make your spot available to someone else.

Persons with disabilities requiring accommodation should call 801-538-3082 a week before the class to request reasonable accommodation.

Read descriptions of all our courses at: www.finance.utah.gov/training/courses.htm